

## Section Overview

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- Introduction**      The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a PCS Departure event in SDA II on a regular active duty member. This section contains information on:
- Purpose of the event
  - Any references
  - Fast Path ID and Data Entry
  - PCS Departing Transaction (with SDA II screen examples and field descriptions)  
**Note:** Element codes (highlighted bold in parenthesis) are provided on the SDA II screen examples, however this information does not appear on the screen in SDA II.
  - What effect the PCS Departing transaction has on PMIS/JUMPS
  - If corrections or deletions can be made to the PCS Departing Transaction

**VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.**

**In this Section**      The following topics will be discussed in this section:

Topic	See Page
Purpose	3-A-2
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Fast Path ID and Data Entry	3-A-2
PCS Departing Transaction	3-A-4
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## PCS Departing Event for Active Duty Members

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**Purpose** The PCS Departing event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an active duty member who is departing PCS. This event also produces the Standard Travel Orders (CG-5131) on a member.

**Note:** This event should **not** be used for:

- Initial departure from the recruiting station in which original enlistment occurred enroute to a recruit training center.
- Initial departure from the recruiting station at which reenlistment (with a break in service of over 24 hours) occurred when the member is transferred to a field unit. The receiving reporting unit must create an “Entry into the Coast Guard” event on the member.
- To document temporary additional duty (TAD) or permissive travel orders.
- To create Retirement or RELAD orders.

- References**
- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
  - b. Query Manual, HRSICINST M5230.2 (series)
  - c. Pay Manual, COMDTINST M7220.29 (series)
  - d. Personnel Manual, COMDTINST M1000.6 (series), Chapter 4
  - e. Joint Federal Travel Regulations
  - f. Enlisted Qualifications Codes Manual, COMDTINST M1414.9 (series)
  - g. Training and Education Manual, COMDTINST M1500.10 (series)
  - h. Medical Manual, COMDTINST M6000.1 (series)
  - i. Housing Manual
  - j. SGLI Handbook, 29-75-1

**Fast Path ID and Data Entry** Enter “tpcsdpt” for Fast Path ID or press “AAAA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’ or F1. The following screen should display:

PCS Departure Active Duty Transactions (Screen 1 of 2*)		
000-00-0000	SABM	DOE, JOHN
Stat	Options	Transactions
I	Required	Orders
I	<u>Y</u>	<del>Update Qualification Codes?</del> <b>CGHRMS</b>
I	<u>Y</u>	<b>Complete School, Advance, Change Rate?</b>
		Enlistment Remaining: 10 months. Need more obligated time?
	<u>N</u>	Physical on: (no information available)
I	<u>Y</u>	Is a physical required?
	<u>N</u>	Cleared Quarters prior to departure?
	<u>N</u>	Change the Allotment Address?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers’ Group Life Insurance?
I	<u>Y</u>	New Payment Option?
I	<u>Online</u>	Advance Payments?

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## PCS Departing Event for Active Duty Members, Continued

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**Fast Path ID  
and Data  
Entry,  
Continued**

Once the above screen comes up then you can select the options that are available for this event.

**Screen 2 of 2 will only appear if the Advance Pay transaction in screen 1 of 2 is answered “online” or “offline” for advance payments.**

PCS Departure Active Duty Transactions (Screen 2 of 2*)		
000-00-0000	SABM	DOE, JOHN
Stat	Options	Transactions
<b>Online/Offline Advances</b>		
	<u>N</u>	Advance Pay?
	<u>N</u>	Advance Pay and Allowances?

Listed below are the transactions that can be done in the PCS Departing Event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Orders? (L68B)	Required	This transaction is required for this event and must be completed.
Update Qualification Codes? (304)	Optional	This transaction is used when a qualification code is to be entered on a member who is departing a school.
Complete School, Advance, Change in Rate? (P341 or P555)	Optional	This transaction is used when a member completes a school, advances, or changes rate upon departing PCS.
Enlistment Remaining Need more Obligated Time? (L62B or P154/P159)	Optional	This transaction is used when a member must obligate service for PCS transfer. <b>Note:</b> This transaction can be a reenlistment transaction or an extension/reextension transaction depending on what the member desires to do.
Physical on: (no information available) Is a physical required? (P950)	Optional	Refer to the P950 transaction in Chapter 2-A of this manual for procedures on this transaction.

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## PCS Departing Event for Active Duty Members, Continued

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**Fast Path ID  
and Data  
Entry,  
Continued**

Listed below are the transactions that can be done in the PCS Departing Event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Cleared Quarters prior to departure? (P606)	Optional	This transaction is used for members who terminate government owned/leased quarters in conjunction with PCS departure. <b>See the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.</b>
Change the Allotment Address? (L6DB)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment.
Change in Dependency /Emergency Data (CG-4170A)	Optional	This transaction is used when there is a change to the member's dependency or emergency data information prior to PCS departure.
Elect/Decline Servicemembers' Group Life Insurance (P809)	Optional	This transaction is used when the member is requesting to change their current SGLI selection.
New Payment Option (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Advance Payments (H605 or L6HB)	Optional	This transaction is used when a member is requesting Advance Pay or Advance Pay and Allowances. <b>Note:</b> If Advance Pay is being paid online (by PMIS/JUMPS) then enter "N". If Advance Pay or Advance Pay and Allowances are being paid offline (by other than PMIS/JUMPS) then enter "F".

Once you have prompted the system the transactions you want to create in the PCS Departing Event, press <GO> or F1. You are now ready to create the PCS Departing transaction.

**PCS Departing  
Transaction**

The PCS Departing transaction creates a L68B in PMIS/JUMPS and as stated above also creates the Standard Travel Orders (CG-5131) on a member.

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